

OF CALL

TO: _____

☐ YOU WERE CALLED BY _____ ☐ YOU WERE VISITED BY _____

OF (Organization) _____

☐ PLEASE CALL → PHONE NO. CODE/EXT. _____ ☐ FTS

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

_____ will report
on Improvements to
the Executive Dining
Room

RECEIVED BY _____ DATE _____ TIME _____

63-109

STANDARD FORM 63 (Rev. 8-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.6

STAT

STAT

STAT

Bi-weekly / MBO & conference

SD	18th	9:00
P+P	- 5th	9:30
P	- 6th	9:00
PMS	- 6th	10:00
REC'D.	- 11th	9:00
P+P	- 13th	9:00
LSD	- 12th	9:30

8/27/73

{ 19 July 10:30
22 July 10:30 →

25 July O.P.
Conference

Diry Room



STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recommended Objectives for the DDA Quarterly Conference (Third Quarter)

FROM:

EXTENSION

NO.

DATE

STAT

OL/P&PS

21 June 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
SERIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

1.

C/P&PS/OL

22 JUN 1983 *On*

Attached is proposed agenda for Quarterly Objective Review with the DDA, scheduled for 22 July 1983.

2.

Director of Logistics *SK*25 June 19 *On*

3.

OL/P&P

4.

AEO

6/22 *On*

5.

EO

4/22 *On*

6.

~~DDO~~

7.

C/P&PS *On*

8.

9.

10.

11.

12.

13.

14.

15.

STAT

STAT

STAT

STAT

STAT

STAT

*Do we need
No work with
on a daily
basis*

I agree

*I guess casual
if you
can*

Done

SECRET

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT.

SECRET

RECOMMENDED OBJECTIVES FOR THE DDA QUARTERLY CONFERENCE

22 July 1983

Objectives Recommended

Develop Policy and Resolve Key Issues
Affecting Acquisition

Conduct a Pilot Quality Circle Program

Provide Management Information on the
Upgrade

Consolidate Agency Metropolitan
Washington Area Activities

Automation of Vehicle Dispatching

Construct 50,000 Net Square Feet of
Space

Improve the Physical Environment and
Quality of Food and Service in the EDR

25X1

25X1

25X1

Objectives Not Included

Conduct a Comprehensive Review of Personnel
Management Functions*

25X1

✓ Provide a System for More Timely and Efficient
Response to Space Requirements (CADDs)*

— Implement the Digital Prepress System*

Continue to Work with GSA for Improved Service*

— Provide Support to SAFE, Phase II*

Improve Responsiveness to Politically Sensitive
Requirements for Goods and Services*

*Reported Second Quarter

SECRET